**IT Applications Unit 3, AOS 2, Organisations and Data Management**

**Database Design Tools, p 106**

**Naming Conventions**

1. List the naming conventions that can be applied to a database.

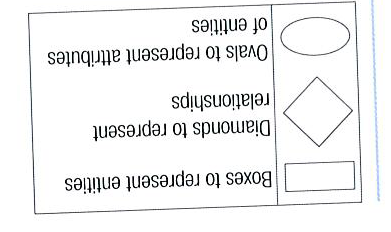
prefix tables with tblCustomer, tblProducts; customer table, cusCustomerID, cusAddress; Queries, prefixed with qry; forms with frm; reports rpt.

**Entity-Relationship Diagram, (ERD)**

1. Describe the nature of these diagrams.

Used to establish interrelationships between different data elements, In an ERD entities are things about which information is sought, eg. books, films & attributes are the elements of data we collect about those entities, (eg. title and author of book)

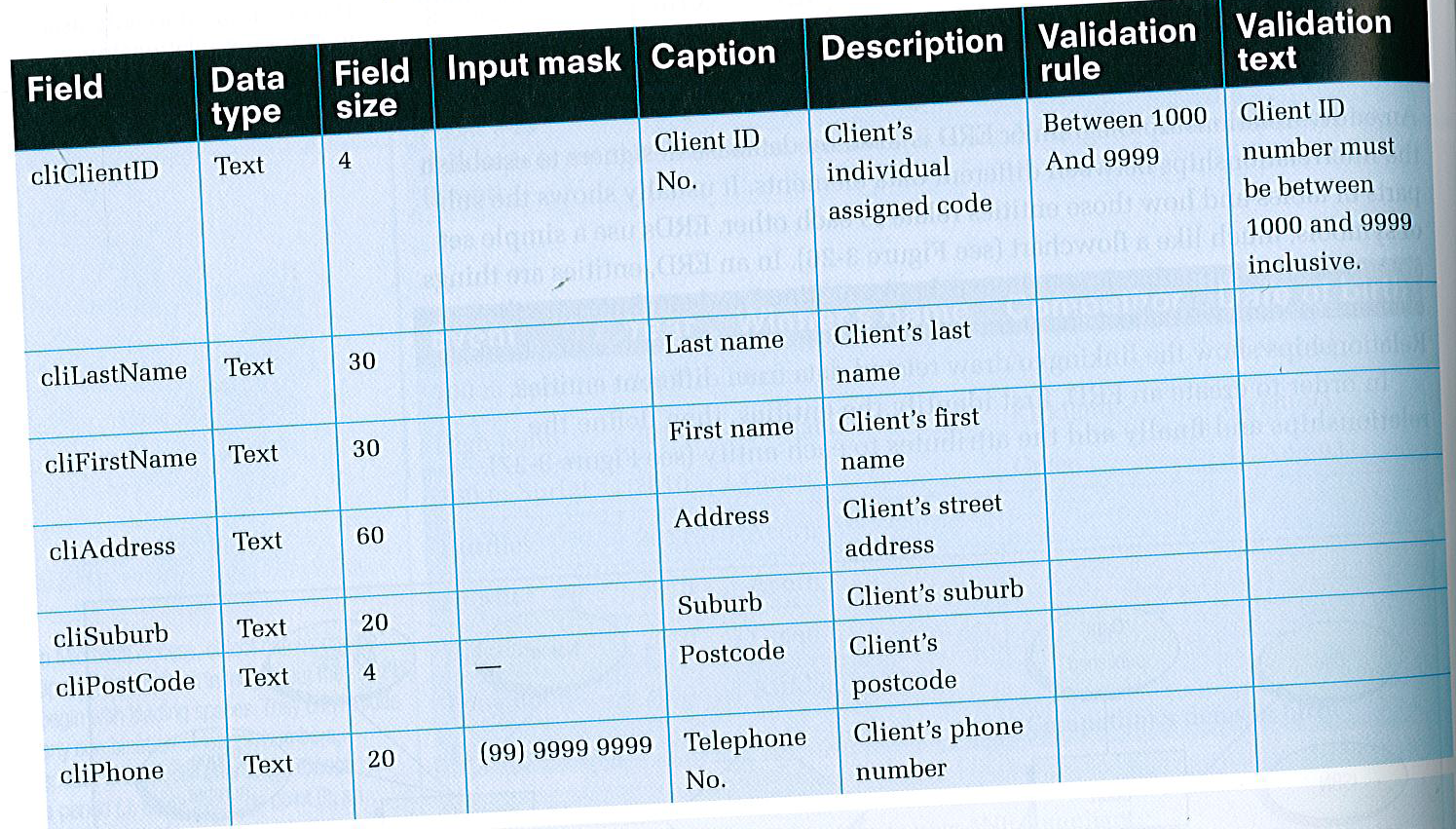
1. Draw the symbols used to represent, entities, relationships and attributes.



1. List the three steps to create an ERD.
   1. Identify the entities
   2. Define the relationships
   3. Add the attributes to each entity

**Data Structure Table**

1. draw a diagram of the data structure table which is used to design a new database.



1. Note: database tables cannot hold formulas.

**Data Structure diagram**

1. What is the purpose of this diagram?

Indicate relationships existing between specific tables of database; indicate type of relationship in diagram.

**Query Design**

1. what is a query?

Specify fields to be included and the tables to which they below

Query criteria use symbols, plain language, \*? Wildcards, “is null”, “is not null”

1. Distinguish between a primary and a secondary sort

?

1. Read the query criteria that can be used, including symbols, plain text, \*? Wildcards, etc.

Receipt number

**Layout diagram**

1. What does a layout diagram involve?

Sketching of input form or output (reports)

1. List what is contained on a layout diagram.
   1. Headings, labels, fields, use of formats & conventions
   2. Annotated to show formatting for all elements, font type, size 7 style
   3. Formulas used to be shown

**Test Data**

1. When is a set of test data prepared?

Stage of development

1. What is the role of the test data?

To ensure that the solution is functioning correctly

**Validating data**

1. List the available electronic validation checks in the software.

Spell check, number validation, input masks, range check and other stuff

1. What is an input mask?

It’s a validation method allowing a certain number of characters eg, a 9 allows only any single digit number to be entered